

Scientific Briefing
NOAA Ship ALBATROSS IV

SHIP'S RULES AND REGULATIONS

SEXUAL HARASSMENT

Sexual harassment will not be tolerated aboard NOAA vessels. This applies to all persons, male and female, including members of the operating crew and any embarked scientific personnel or other personnel.

Sexual harassment is sex (gender) discrimination that involves unwelcome sexual conduct, which can include both verbal and physical behavior. Some examples of such behavior are: pressure for dates or sex, sexually suggestive looks, comments or gestures, sexual jokes, displaying material of a sexual nature, and deliberate touching. Conduct is unwelcome if it is unsolicited and an individual finds it undesirable and / or offensive.

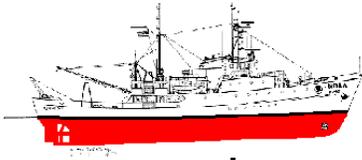
All instances of sexual harassment should be immediately reported to your supervisor, to the Executive Officer / First Officer or to the Master. To pursue a complaint of sexual harassment shipboard personnel should contact a Department of Commerce EEO counselor or the Office of Civil Rights at 202-482-4993.

Upon becoming aware of sexual harassment, or allegations there of this Command will take steps to thoroughly investigate the matter, and to ensure that all parties are aware of the Agency's zero tolerance policy regarding sexual harassment. Where appropriate disciplinary and / or corrective action will be taken in consultation with the servicing human resources office and the Department's Office of General Council. Any individual reporting sexual harassment will be made aware of their rights and responsibilities with regard to pursuing administrative action.

ILLEGAL DRUGS AND ALCOHOL

Possession or use of alcohol, illegal drugs or prescription medications without a prescription on board the ALBATROSS IV is strictly forbidden and will not be tolerated. When violations of this policy are discovered, the following procedures will be adhered to:

1. The alcohol will be confiscated and immediately disposed of in the presence of witnesses.
2. Drugs will be confiscated and placed in a secure location until the vessel reaches homeport or another port of call, at which time the offense will be reported, and the drugs turned over to the appropriate authorities for action. Additional information for handling controlled substances can be found in OMAO Instruction 5355A.
3. Disciplinary or corrective action will be taken in accordance with the applicable Table of Offenses and Penalties.



4. Employees will be given information regarding the availability of the Department of Commerce Employee Assistance Program.

CONSUMPTION OF ALCOHOL WHILE ASHORE IN AN OFF-DUTY STATUS

If you choose to consume alcohol ashore on personal time, you must ensure that such consumption will not interfere with your performance of duties. Individuals who report for duty, damage property, engage in conduct which might constitute assault or battery, or otherwise act in any manner prejudicial to the Government while under the influence, intoxicated or incapacitated, as the result of alcohol consumption will be disciplined. The use of intoxicants while in an off-duty status that results in behavior that is determined to create a disturbance or to have an adverse effect on the Agency and its mission will result in discipline. In either case discipline can range from reprimand to removal.

Please be aware that the above policies on Sexual Harassment, Use of Illegal Drugs and Alcohol, and Consumption of Alcohol while ashore in an Off-Duty Status apply to all embarking personnel including non-NOAA personnel.

Designated Chief Scientists will be held accountable for assuring appropriate and timely actions in response to any reported or observed instances of misconduct by scientific party personnel in this regard.

SAFETY

Drills

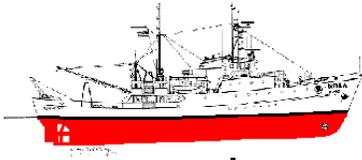
Drills will be conducted the day of departure and once a week thereafter. During drills you must bring a survival suit. Wear a hat and long sleeve shirt to protect you from the sun. There are hard hats in the labs. Dress warmly.

The six survival suits kept in the wet lab are reserved for the six scientists on watch and should only be used by those scientists on watch during drills.

Familiarize yourself with the Ship's Emergency Billet. These can be found in the *Lounge, main passageway, Scientist's berthing passageway, and Scientists Office*. Familiarize yourself with your duties and emergency stations. Upon departure you will be issued a station bill card listing your individual assigned stations and duties.

FIRE/COLLISION is a continuous sounding of the ship's whistle and general alarm for at least ten seconds. When the alarm is sounded, report to your station with your survival suit. The Chief Scientist will take muster and report the muster to the bridge by sound powered phone.

ABANDON SHIP is seven short blasts followed by one prolonged blast on the ship's whistle and general alarm. Bring your survival suit to your life raft muster station. During drills you only have to bring your survival suit. Survival suits will be donned by all scientists during the first drill after leaving port.



MAN OVERBOARD is three prolonged blasts on the ship's whistle and general alarm. Muster at you assigned station.

SECURE FROM DRILLS is three short blasts on the ship's whistle and general alarm.

After drills please return your suit and life jacket from where you got it. Please do not use the survival suits or life jackets as pillows or mattresses, your life may depend on their condition.

EEBD film – All embarking scientists and first time crew will view the EEBD video
EEBDs - do not remove the wall mounted EEBD's unless it is an actual emergency.

Report anything that doesn't seem right. The Chief Scientist attends a daily safety / habitability meeting at 0815. Please report any safety or habitability issues to the Chief Scientist. If we don't know it's broken we can't fix it.

Eyewash stations are located in the lab areas. Nothing can block the emergency showers and eyewash stations or access to them.

Do not block the remote water tight door handle in the CTD room/ Chem Lab

Do not sit, lean or go outside the bounds of the ship. This is, but limited to, the; bulwarks, rails, stanchions, or safety chains. They are there for your safety and protection. Be aware of your surroundings!

The most common accidents on ships are caused by slipping and falling on ladders (stairs) and walking into the upper part of watertight door frames. Another area is the knife edges around watertight doors.

Make sure doors, drawers, and refrigerators doors are secured with the supplied latches.

The ship may encounter heavy seas, be sure your scientific and personal gear are always securely stowed.

Off limit areas are , the crew's berthing area and engineering spaces.

Sandals, flip-flops, and open-toed shoes are not permitted outside of staterooms.

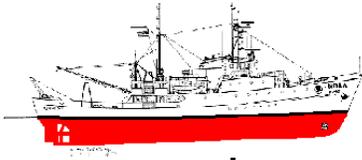
If working out on the deck, hard hats and flotation jackets are required and supplied.

The Chief Bosun/ Lead Fisherman is in charge during operations on the aft deck.

Cruise specific Rules

Trawling

When we are trawling do not cross under the wires or the net while hauling or setting.



Stay clear of the wires while we are towing.

Stay clear of the net until it is dumped in the checker and back on deck.

Use the chute for dumping fish not the rail.

If there is a hang no one is allowed on the back deck.

Marine Mammals

Follow all Small Boat SOP's

MEDICAL

The ship does not carry a doctor, but does have MedPics aboard.

If you have any medical conditions, are taking any prescription medications or need medical attention please notify the XO / Medical Officer. You should ensure that you have enough medications or prescriptions of known illnesses to last the cruise.

If you are prone to motion sickness start taking your medicine **before** the ship departs or before we get into heavy weather.

Band-aids, antiseptics and aspirin/Tylenol are located in first aid cabinets around the ship. These are for minor cuts or injuries sustained aboard the ship Please notify the Medical Officer or Med PIC of these self medicated instances. Please notify the Medical Officer or Med PIC of shortages

MEALS

The scientist's table is the aft table in the port mess. The menu will be posted by the steam table counter (better description). Place your order with the cook and pick it up there. Return your dishes to the galley.

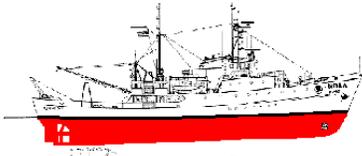
MEAL TIMES

	Operations (6&6)	Steaming (4&8)	Inport
Breakfast	0520-0800	0700-0800	0700-0800
Lunch	1120-1220	1120-1220	1200-1300
Dinner	1720-1820	1630-1730	1630-1730

Please be prompt for meals, especially the off coming watch. The second cook may ask you to leave if he needs to set up for a meal, set up for the next watch, or clean the galley and mess decks.

No oilskins or boots are allowed outside of the labs at any time. Please keep your feet off the furniture and bulkheads. Shirts and shoes are required in the galley.

No hats, sleeveless T-shirts, or tank tops are to be worn during mealtimes. Sleeved shirts and presentable pants / shorts should be worn during meals.



There is a locker with sandwich meat, cheese, etc. for your consumption. You may use the toaster. Do not remove anything from the storeroom or ship's freezer without permission from the steward. Please make sure you clean up any mess you make.

Every effort should be made to eat meals (snacks do not apply) during regular meal times which are generally pre or post watch times.

SAT TV and MOVIES

We have Satellite TV on board.

Movies are stored alphabetically. Movies are played on channels 34 and 40.

Once a movie is started it may not be stopped, as someone in a stateroom may be watching it.

All movies must be rewound, stored in it's titled case and returned to its proper drawer after use.

If these rules are not followed the movie drawer will be secured.

E-MAIL Ship's Computers

Do not load any software into the ship's computers without the ET's permission

Accounts have been set up for all scientists using Netscape Messenger. Talk with the ET or Master if you have questions or problems.

At sea, mail is sent out 3 times daily at 0900, 1400, and ~1900. Do not send personal mail "return receipt requested". The Netscape server has a 60kb file size limit for incoming and outgoing mail. Files exceeding 60kb will not be sent from the ship or sent to the ship until we have docked in Woods Hole and the limit is removed. E-mail is a privilege granted by the ship's command not a right, please do not abuse it or you will be charged for the cost and your account will be closed.

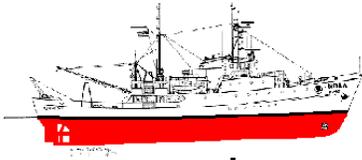
General

There is NO SMOKING within the interior spaces of this vessel.

Any person embarking on this vessel is subject to having his/her property or quarters searched to insure the safety and security of this ship and her crew.

The Chief Scientist has assigned your staterooms. They should have all the linens and towels they need. If not, please see the Chief Steward (CS).

Extra toilet paper, paper towels, and soap should be under the stairs in the lower crews quarters.



There is always someone off watch and sleeping. Please be considerate and keep the noise down. Hold conversations in labs or the galley rather than passageways. Close doors rather than slamming them.

Do not throw any foreign matter into the sanitary system. No disinfectants, paper towels, tampons, sanitary pads, etc. should go into the toilets. If you did not eat it and it is not toilet paper it does not go in the toilet.

Fresh water is limited - try not to take long showers or wash small loads of laundry

A washer and dryer are also located in the winch room. Avoid use during rough seas. Try to keep your laundry to minimum. They will be secured during periods of low water or rough weather.

At the end of each cruise you are responsible to clean your stateroom and it's head, all laboratory spaces, lounge and outside work area.

Keep the Lounge neat.

Feel free to visit the bridge. Ask the OOD for permission first.

There is an exercise room aft of the bridge for your use. Be mind full of rough weather. Please clean and secure the equipment after every use.

Full trash bags go into the trash compactor, not the cages. The trash compactor is in the passageway, main deck by the door going to the labs.

No flash photography at night while the crane is being used.

Ship's Store

The ship has "T" shirts and hats for sale. See the Ship's Store Officer.

Sodas, T-shirts, hats, candies and limited toiletries are sold at the ships store

Ship store is open upon sailing and the honor system applies. Please place your money in the Fish Basket.

For a more detailed explanation of any of the above visit STANDING ORDERS at the ALBATROSS IV intranet.

We hope you have a safe and enjoyable cruise. Don't hesitate to ask questions or make suggestions. A copy of this will be left out for review